

~~CONFIDENTIAL~~

CHIVE/C-132-66
22 June 1966

MEMORANDUM FOR: CHIVE Task Force Group Chiefs

SUBJECT : Bi-weekly Reporting System

1. On the basis of three weeks experience, I have decided that CHIVE will change the weekly reporting system to a bi-weekly system, beginning Friday, 1 July 1966.
2. Reports will be due to IPS by 1200 hours, every other Friday, so that they can be compiled into a summary report due on my desk by 1500 hours the following Monday.
3. The bi-weekly reports will supplant the monthly report, beginning with July, and no man-day figures will be required, except for IBM's contribution.
4. In the first bi-weekly report, please include a list of personnel assigned to your task(s) and estimated time they will be used on task(s), as well as beginning dates for new assignments.
5. Even though either I or the IPS is apprised informally of reportable events, I ask that the same information be documented in the bi-weekly reports.
6. Management decisions, planning, scheduling, and project control depend heavily on meaningful, timely and accurate reporting. Therefore, I urge all concerned to apply requisite time, thought, and attention to implementing this reporting system.

JH:k1

Director, CHIVE Task Force

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27 June 1966

MEMORANDUM FOR:

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I would like to have these reports sent to me weekly (by noon Friday). My personal experience in filling them out is that they provide a convenient way of capturing significant events ~~for~~ of the week with very little work. At the end of two weeks they will constitute the input that [REDACTED] needs ~~to~~ to satisfy his obligation to [REDACTED]

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FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

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